



Town of Canton

Request for Proposals (RFP)

for

**Comprehensive Plan/UDO/Future Land Use Map
Update**

Town of Canton, North Carolina



RFP Introduction

The Town of Canton (hereafter referred to as “the Town”) is soliciting proposals from qualified firms offering comprehensive planning, UDO, and future land use map services, with the end goal being the creation and adoption of an updated Unified Development Ordinance in conjunction with a new Comprehensive Plan and Future Land Use Map. Following a period of significant changes related to severe flooding, the closure of a major local industry, and intense interest in residential and commercial development in Canton, this process presents an opportunity to thoroughly update existing ordinances in anticipation of imminent development while maintaining the Town of Canton’s small-town appeal as an ideal place to live, work, and play.

The Town seeks to identify qualified consultants who have robust experience preparing comprehensive plans, maps updates and UDO development. Targeted areas of expertise are: [Insert more info on priority target areas like resiliency] urban design; economics; sustainability; engaging the community; soliciting and incorporating community input; knowledge of Canton, Haywood County and Western NC; land use law; experience carrying out creative outreach methods; facilitation of public meetings; compilation and analysis of information; GIS capabilities; innovative and user-friendly documents that are legible in both a digital and written form; quality design graphics; presentations to boards; and attainable recommendations for implementation of goals.

All respondents to this RFP are subject to the instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully.

Town of Canton Background

The Town of Canton was incorporated in 1893 and is located in the eastern portion of Haywood County in the Pigeon River Valley at an elevation of 2,600 feet. The current population is approximately 4,422. Settled after the Revolutionary War, with land cessions from the Cherokee, Canton was originally known as Buford. The location of the town along the Pigeon River, U.S. Highways 19 and 23, and Interstate 40 make Canton an ideal location for commerce.

The Town of Canton’s Zoning Ordinance was originally adopted in 1977 and has been significantly amended since. The current Land Use Plan was adopted in 2022.

Scope of Work

The process for updating the Unified Development Ordinance, Comprehensive Plan, and Future Land Use Map must ensure that the final documents reflect a clear vision for the Town as determined by citizens, developers, landowners, business leaders, public officials, and other stakeholders through extensive community participation.

The consultant will provide a full range of municipal planning services required to update the aforementioned documents, including, but not necessarily limited to:



1. Effective coordination with town staff, boards, and commissions. The consultant will assist with the creation of a Steering Committee to guide the process.
2. An effective public participation process and schedule to ensure community involvement in the update process. Estimated dates for review by relevant boards and commissions as well as adoption date estimates shall be proposed and updated throughout the process.
3. A thorough evaluation of the existing relevant documents. This evaluation should provide detailed analysis of the documents' strengths and weaknesses.
4. Preparation of the documents with participation from staff, town officials, and the steering committee.
5. Preparation and presentation of the documents to the Town. Final deliverables will consist of 1 unbound copy, 10 bound copies, and 1 electronic version of the Unified Development Ordinance, 1 unbound copy, 10 bound copies, and 1 electronic version of the Comprehensive Plan, and 1 electronic version and 3 printed 24" x 36" copies of the Future Land Use Map.

Proposal Submission Format

1. Title Page – Provide the name of your firm, physical address, name of primary contact, telephone number(s), and email address(es).
2. Letter of Transmittal – Provide a complete statement indicating an understanding of the project and your firm's interest in working with the Town of Canton to update its Unified Development Ordinance, Comprehensive Plan, and Future Land Use Map. The transmittal letter shall be signed by an officer or agent duly authorized by your firm to enter into a contract with the Town of Canton.
3. Firm Background – Provide information on your firm's size, location, available resources, and provide details of past experiences related to updating land use plans, comprehensive plans, zoning ordinances, and other similar documents.
4. Work Samples – List and provide in electronic format only (either a webpage link to the document or other electronic format) 3 examples of land use plans, comprehensive plans, and/or zoning ordinances completed by the firm within the past 18 months.
5. Timeframe – Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date for the process.
6. References – Submit names, e-mails, and telephone numbers of other local government officials that we may contact to verify performance related to projects identified under the Firm Background section above.
7. Cost Breakdown – Submit an itemized, not-to-exceed cost breakdown for the update process.
8. Supporting Information (Optional) – Provide any additional supporting information that may help the Town of Canton further evaluate your firm's qualifications and suitability for completing the process.

Submittal Process Details

The Town of Canton reserves the right to reject any responses to this RFP that do not comply with the content and format of proposal requirements. The Town can also conduct discussions with any or all respondents. The Town accepts no financial responsibility for any costs or expenses incurred by any entity in responding to this RFP.

Questions and Clarifications

Any questions shall be submitted to Byron Hickox, Planning Director, via email (bhickox@cantonnc.com).



RFP Submittal Deadline

The deadline for submittals of proposals in response to this RFP is April 11, 2025 at 4:00 PM. No submittals or supporting documents will be accepted after this deadline. Firms accept all risks for late delivery of submittals, regardless of fault. Submittals may be emailed to bhickox@cantonnc.com or delivered to:

Mailing/Physical Acceptance Location:

Town of Canton Town Hall
85 Summer Street
Canton, NC 28716

Physical submittal packages should be enclosed in a sealed envelope marked **Request for Proposal – Unified Development Ordinance, Comprehensive Plan, and Future Land Use Map, Attention: Byron Hickox.**